

# TECHNICAL STANDARD OPERATING PROCEDURE

Date: July 15, 1999

SOP No. MK-VBI70-03

Title: **Field Documentation**

## APPROVALS:

Morrison Knudsen Corporation

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Date: July 15, 1999

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SYNOPSIS: Provides procedures and instructions for maintaining field documentation for Vasquez Boulevard/I-70 field investigations.

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Received by QA Unit

## REVIEWS:

### TEAM MEMBER

### SIGNATURE/TITLE

### DATE

EPA Region 8

*Bonnie L. Laker* / RPM

7/24/99

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REV.	DATE	REVISION DESCRIPTION



# TECHNICAL STANDARD OPERATING PROCEDURE FIELD DOCUMENTATION

## 1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide instructions for maintaining field documentation for Vasquez Boulevard/I-70 field investigations.

## 2.0 SCOPE

This procedure covers logs and data sheets maintained by the sampling personnel.

## 3.0 RESPONSIBILITIES

The **Sample Lead** will be responsible for maintaining the sample documentation during sampling activities and providing the documentation to the Field Supervisor or designate.

The **Field Supervisor** or designate will be responsible for receiving, reviewing, and maintaining the sample documentation records. He/She also will train the sampling personnel to the requirements of this procedure. The Field Supervisor will forward all original documents to the Site Manager.

The **Site Manager** will ensure that records are maintained and filed properly and that all personnel are trained to this procedure.

## 4.0 REQUIREMENTS

Field documentation consists of field data sheets, field logbooks, and calibration logs. Data sheets will be maintained by each sample team in a three-ring binder, in accordance with the sampling procedures SOPs. A hard bound logbook will be used by each sample crew. Information recorded in the hard bound logbook will be in accordance with the following procedures:



## **TECHNICAL STANDARD OPERATING PROCEDURE FIELD DOCUMENTATION**

- Pre-number pages and annotate any unused pages. Make entries as events occur throughout the day's activities. Use black permanent ink pens. Do not use white-out or erase; rather, line out, initial and date any errors.
- Log entries using a 24-hour system.
- Report operational information:
  - ▶ Start time, progress, and completion of work at each property
  - ▶ Location
  - ▶ Site Conditions
  - ▶ Weather conditions
  - ▶ Site Sketch
  - ▶ Sample team ID and Workers in attendance
  - ▶ Any unplanned events or deviation from the project procedures
  - ▶ Communications with non-MK or subcontractor personnel
- Field documents constitute legal documents. All entries should be factual and objective, and without personal feelings or opinions. Entries related to any concerns, errors made, or omissions are legitimate entries.
- Each page must be numbered, initialed and dated.
- Pages or portions of pages not used should be lined out and initialed/dated.
- In the event that field instrumentation is required, this equipment will be calibrated according to manufacture's instructions. Calibration records and instrument identification will be documented in the field logbooks or calibration logs for each sample team.
- All documentation for the sample preparation and XRF analysis will be maintained as required in the respective SOPs.

